



## Request for Exemption from Submitting Affirmative Action Plan Wisconsin Office of Contract Compliance

**Instructions to Contractor:** By satisfying one of the conditions below, the contractor may request an exemption from submitting an Affirmative Action Plan. Complete this form and return it to the Division of Facilities Development within fifteen (15) working days of the award date of the contract. Unless the contractor is notified otherwise by the Division of Facilities Development, the contractor may assume that the exemption is approved.

\*The State of Wisconsin may use the **Social Security Number (SS#)** or **Federal Employer Identification Number (FEIN#)** indicated on this form to identify your organization in the state's "Wisconsin Office of Contract Compliance Directory". This directory is located on an Internet site that is available to State of Wisconsin purchasing offices. We are requesting your approval to include your organization, with the FEIN or SS# federal numbers on this site. Without this approval, each state agency contracting with you for more than \$25,000 (\$30,000 if a construction project) must request contract compliance information from you.

Please check one: ☐ Yes ☐ No

Contractor Name		*Federal Employer Identification Number	
Address (Street)		*Social Security Number (use only if you have no employees)	
(P.O. Box)	Contact Name	Contact Phone (Voice) ( )	
(City - State - Zip)	Contact Title	Fax ( )	
Commodity		E-mail	
Total Contract Amount \$	Award Date	Contract or Project Number (if applicable)	

**II. Exemption Request:** The basis for requesting an exemption is that, as of the award date of the contract, the contractor:

(Check as appropriate)

- ☐ Has a total work force for the project site and administrative staff associated with the project of less than thirty (30) employees, and the contract can be completed without supplementing said work force beyond thirty (30) employees.
- ☐ Is a foreign company with a work force in the United States of less than thirty (30).
- ☐ Is an agency of the Federal Government or a Wisconsin municipality.
- ☐ Has achieved a balanced work force. Contractor must submit 1) a completed Work Force Analysis Form (DOA-3022A), Page 2) supporting labor market information if requesting an exemption based on this reason and 3) an Equal Employment Opportunity Policy Statement.
- ☐ Has undergone an audit of its Affirmative Action Program within the last year by the Office of Federal Contract Compliance (OFCC) and has received a letter of compliance. (Contractor must attach a copy of its OFCC letter and the contractor's Affirmative Action and Equal Employment Opportunity Policy Statement.)

**III. We have posted the notice(s) explaining Wisconsin's contract compliance law.** ☐ Yes ☐ No

Chief Executive Officer Signature

Date (mm/dd/ccyy)

Printed Name

Title

Witness Signature

Date (mm/dd/ccyy)

Printed Name

Title